

Department Authorization Guide for new BARC

This document describes the Department Authorization structure of the new BARC System and explains the steps needed to establish authorizations for those staff members who will be accessing the System.

Section 1: Requirements needed before authorization for new BARC can be established

- The staff member must have a Com-Plete ID.
 - The staff member must be linked to ALLN01.
1. If the staff member does not have a Com-Plete ID and/or is not linked to ALLN01, the Department Account Controller or Technical Contact should go to the following IS&C Web site and submit an *All In One Access Request Form* for that person:

<http://www.isc.ucsb.edu/osg/alln01/alln01-form.html>

2. Once the form is submitted, the IS&C Security Administrator will start the process of creating a Com-Plete ID, if needed, and will link that ID (or an existing ID) to the ALLN01 Access System. When that process is complete, the IS&C Security Administrator notifies the requestor that they may now "add" this person in ALLN01.

Section 2: Identifying Security Groups for accessing the new BARC system

1. Based on the functions of the new BARC system as shown in the Department User Table below, the department Business Officer/Manager must determine the appropriate Security Group to be assigned in the campus ALLN01 system for each staff member who will need to access the system.
2. How to Read the Department User Table
 - **BARC functions** are listed on the left side of the table and are grouped into two major areas:
 - Individual Customer Information: View, prepare and review of single customer accounts
 - Mass Access: View, prepare and review batch jobs and transaction details for multiple customer accounts
 - **ALLN01 Security Groups**, listed at the top of the table, are mapped to the corresponding BARC functions.
 - View (AR-DA): This Group provides a department user with **view only** capability.
 - View & Prepare (AR-DAU): This Group provides a department user with the ability to **view, prepare, and submit** data for submission to the System
 - Review (AR-DAPR): This Group is for a brand *new* function. Department users in this group will receive notification to **review transactions** that have been submitted, either online or through mass batches, to the BARC system; also known as Post-Authorization Notification.

Department Authorization Guide for new BARC

DEPARTMENT USER TABLE			
	ALLN01 Security Groups		
BARC Functions	View AR-DA	View & Prepare AR-DAU	Review AR- DAPR
Individual Customer Information			
View			
Account Summary	■	■	
Transactions/Application/Detail	■	■	
Address	■	■	
Statement	■	■	
Refunds Status	■	■	
Blocks	■	■	
Good Standing Status	■	■	
Payment Plan History	■	■	
Prepare			
Add Transactions Online		■	
Submit Transactions Online		■	
Review Online Transactions (post authorization)			■
Mass Access			
View			
Transaction Batch Job Results	■	■	■
Transactions/Application/Detail	■	■	■
Prepare			
Submit Transaction Batch Job		■	
Add Transactions Online		■	
Submit Block Batch Job		■	
Review Mass Transactions (post authorization)			■

Section 3: Adding Security Groups to ALLN01

Once the department Business Officer/Manager has identified the appropriate Security Group (s), the Department Security Administrator (DSA) must add that Security Group (s) to each staff members record in ALLN01.